

## Exercise 8: Import PowerPoint into Existing Slide Blocks



**Cumulative time: 0 hours, 16 minutes**

Time to complete this lesson: 5 minutes



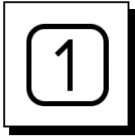
### Quick Steps:

1. As you are building your Lesson pages, add **PPT Slide blocks** when slides are needed, using the **Instructor-led (ILT) Content Blocks** drop-down list to add the **Slide blocks**.
2. When ready to run the slide import, start by getting your **computer** ready:
  - a. If your computer has not been completely shut down in a day or two (or more) now is the time to Save & close everything and turn your computer off. Leave it off for 2 – 3 minutes. When you turn it on again, only open Word and bring up your Facilitator Guide.
3. Get your **Facilitator Guide** ready:
  - a. On the **LGPro** ribbon in the **Controls** group, click the **TAG** button and then the **Update All Fields** button, and then **Save**.
  - b. Go to the **last Slide block** in your Facilitator Guide and note the **slide number**.
4. Get your **PowerPoint** file ready:
  - a. **Find** and **open** the PowerPoint file to import.
  - b. **Close** any **other** open PowerPoint files.
  - c. **Compare** the **number of slides** in your PowerPoint file to the **number of slide blocks** in your Facilitator Guide. They must match.
5. Click **Special** in the **Controls** group on the **LGPro** ribbon.
  - a. Click Add under PowerPoint or Keynote Slide images
6. **Work through** the four Import Slides dialog boxes
7. When **complete**, your slide images will be in the **Slide blocks**.

### Detailed Steps

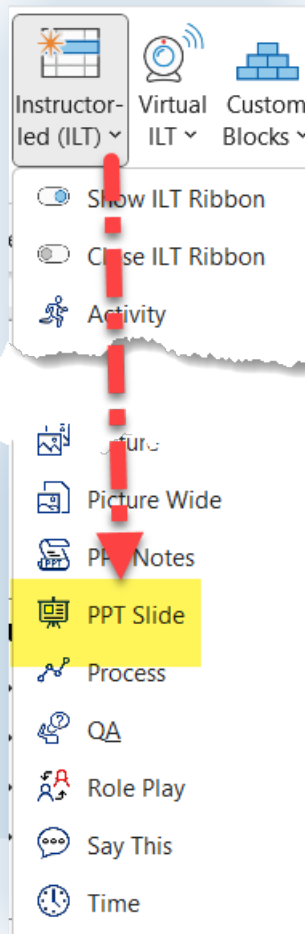
- Use the detailed steps that follow for more guidance.

## Exercise 8: Import PowerPoint into Existing Slide Blocks, continued



### Add PPT Slide blocks to your Lesson pages as slides are needed.

- On a Lesson page, when you need to cue the facilitator to show a slide:
  - Place your cursor in the Content Block above/before the spot where you need the Slide block.
  - Click **Instructor-led (ILT)** in the Content Blocks group on the **LeaderGuide Pro** ribbon.
  - Click PPT Slide in the drop-down list of Content Blocks.



## Exercise 8: Import PowerPoint into Existing Slide Blocks, continued

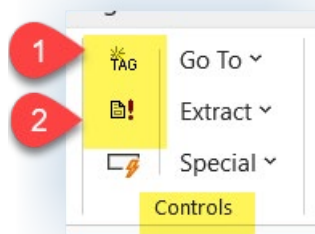
2

### When ready to run the slide import:

- Start by getting your computer ready:
  - If your computer has not been completely shut down in a day or two (or more) now is the time to Save & close everything and turn your computer off.
  - Leave it off for 2 – 3 minutes.
  - When you turn it on again, only open Word and bring up your Facilitator Guide or Participant Guide – the document you want to import slides into.

3

### Get your Facilitator Guide ready:



- Click **TAG** in the Controls group on the **LeaderGuide Pro** ribbon
- Click **Update All Fields**
- **Save**
- Go to the **last Slide block** in your Facilitator Guide and note the **slide number**.

## Exercise 8: Import PowerPoint into Existing Slide Blocks, continued



---

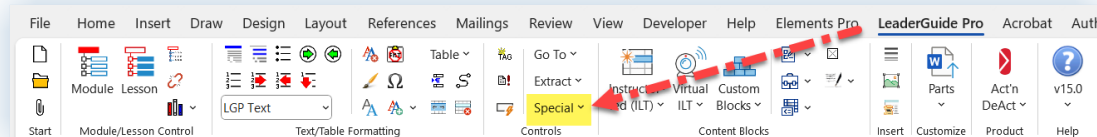
### Get your PowerPoint file ready:

- Find and **open** the PowerPoint file to import.
  - Close any **other** open PowerPoint files.
  - Compare the **number of slides** in your PowerPoint file to the **number of slide blocks** in your Facilitator Guide. They **must match**.
  - If the **number of slides** in your PowerPoint file and the **number of slide blocks** in your Facilitator Guide **do not match**:
    - With **both files open** – your PowerPoint file & your Facilitator Guide – open, go slide block by slide block and slide by slide to **compare and find the discrepancy**.
    - If your **Facilitator Guide** is **missing a slide block** or two or three, use the **Instructor-led (ILT)** Content Blocks function to **add them** into your Facilitator Guide where needed. Then click **Update All Fields** to correct the **slide numbers**.
    - If your **PowerPoint file** has “**extra**” slides, whether they are Hidden or just other slides that you don’t need in your Facilitator Guide:
      - **Make a copy** of your PowerPoint file and name it “Import-The Name of Mt Slide File”
      - **Delete** the **extra** slides
      - Use **this file** to **import** into your Facilitator Guide
-

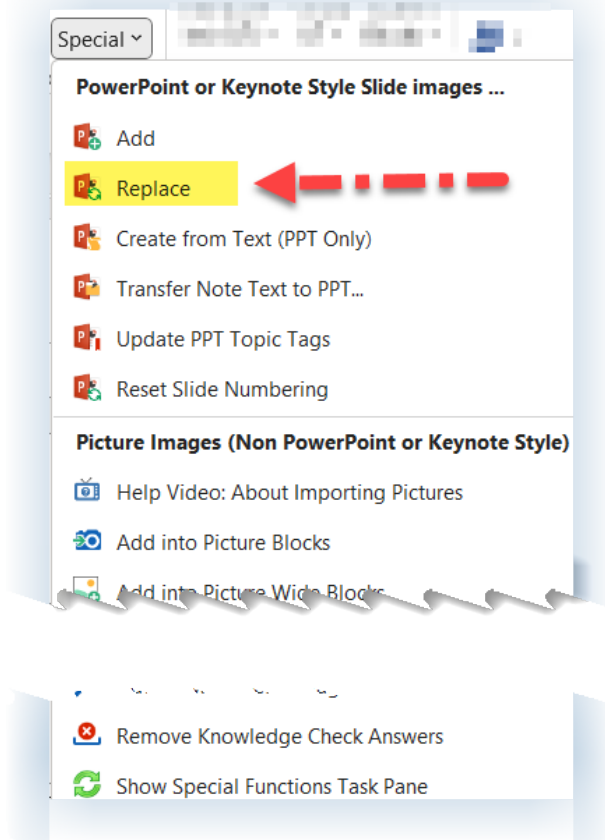
# Exercise 8: Import PowerPoint into Existing Slide Blocks, continued



Import your slides:



- Click **Special** in the **Controls** group on the **LeaderGuide Pro** ribbon.
- Click **Replace** under **PowerPoint or Keynote Slide images**



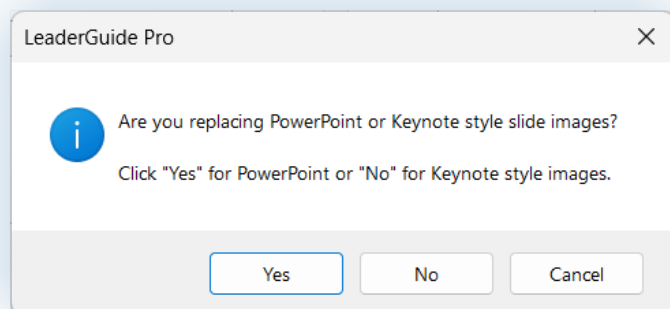
## Replace?

- Even though you are about to import images of your slides into your Facilitator Guide, you are using a Replace function because **LeaderGuide Pro** is going to replace the empty space, or whatever is currently in your Slide blocks, with the slide images you are about to bring in.

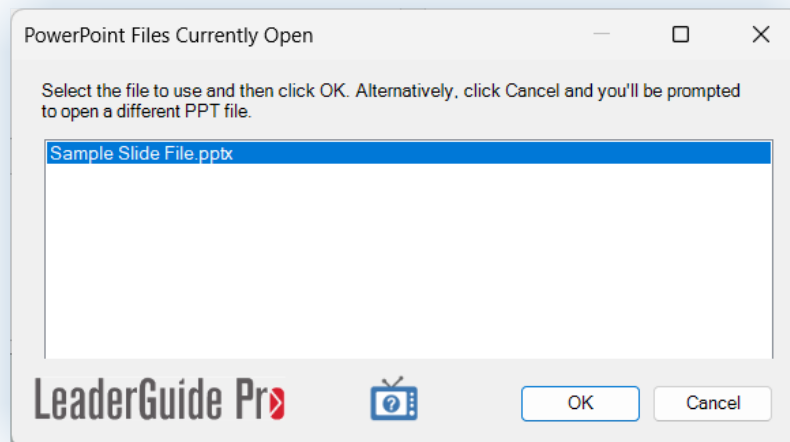
## Exercise 8: Import PowerPoint into Existing Slide Blocks, continued



Work through the four Replace dialog boxes.



- First you will see a dialog box asking if you are replacing PowerPoint or Keynote slides. Click **YES** for PowerPoint.



- **Next** you will see a dialog box showing the **PowerPoint files currently open** on your computer.
  - This is why you should only open the one PowerPoint file that you need. It makes it easy to select the correct file.
- **Highlight** the **slide file** you need and click **OK**.
  - If the PowerPoint file you need is not showing in the dialog box, click Cancel. Navigate to the file you need, select it and click OK.

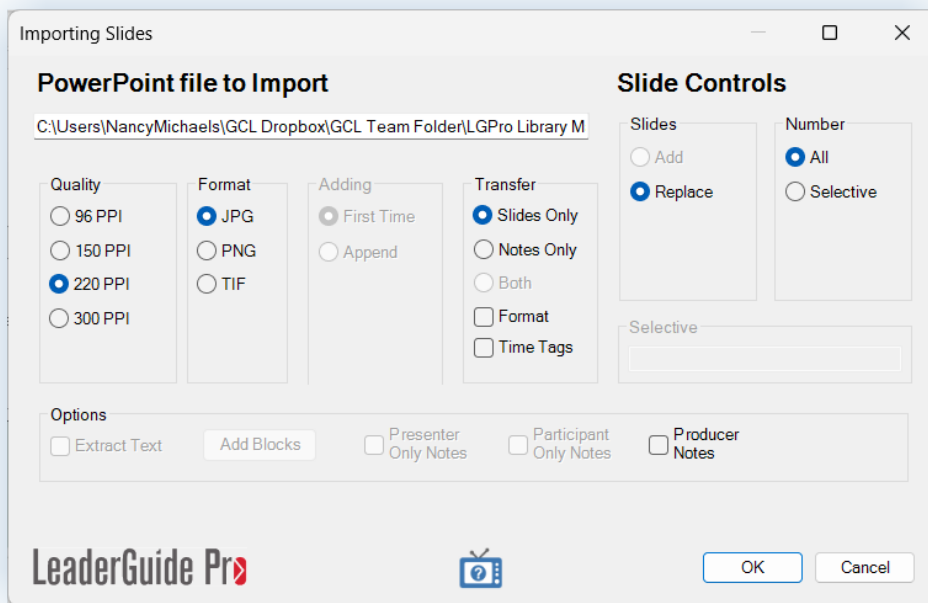
## Exercise 8: Import PowerPoint into Existing Slide Blocks, continued



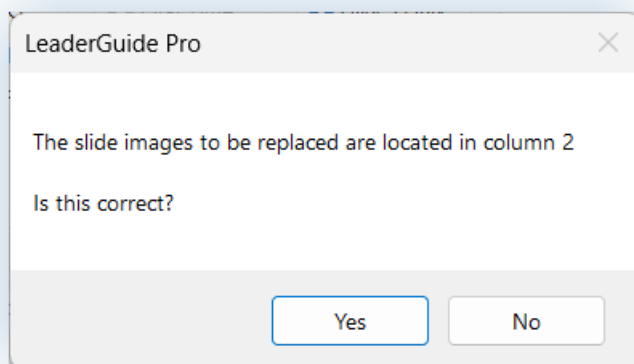
This is the next dialog box you will see:

- Click OK in the lower right corner

Continued



- This is the **final dialog box** you will see. Click **Yes**



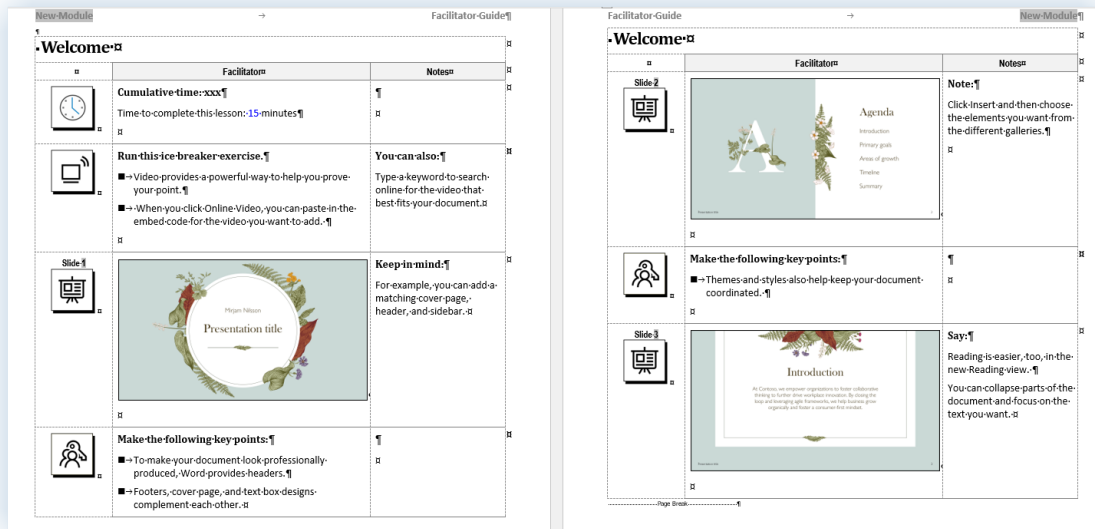
- If you click No:
  - You will see one last dialog box where you can enter a different column number, to change the location of where the slides will be added.

## Exercise 8: Import PowerPoint into Existing Slide Blocks, continued



When the Import is complete:

- Your slide images will be in the PPT Slide blocks in your Facilitator Guide.



If you need more help:

- Chat with us at <https://www.greatcirclelearning.com>
- Contact Us from <https://www.greatcirclelearning.com/contact>

*The Contact Us form allows you to attach a file if you need us to look at something*

- Email us at [info@GreatCircleLearning.com](mailto:info@GreatCircleLearning.com)
- Call us at 239-389-2000